



# Goddard Policy Directive (GPD)

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| DIRECTIVE NO.    | GPD 3000.1B    |
| EFFECTIVE DATE:  | April 25, 2012 |
| EXPIRATION DATE: | April 25, 2017 |

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**Responsible Office:** 100/Office of the Director

**Title:** Goddard Space Flight Center Diversity and Inclusion Committee

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## 1. POLICY

It is the policy of the Goddard Space Flight Center (GSFC) to identify, cultivate, and sustain a diverse workforce and inclusive work environment that is needed to conduct NASA missions. The Center's Diversity and Inclusion vision is to enable inclusion, innovation and creativity by leveraging the diversity of thought, perspectives, backgrounds and talents inherent in our workforce to ensure mission success. Inherent to this vision is the Diversity and Inclusion Philosophy that includes:

- Valuing the whole of the individual. We respect and value not only our physical/visible differences and similarities but also the invisible, such as viewpoint, experience, talents and ideas.
- Being inclusive in the workplace, not exclusive.

Encouraging a diverse, inclusive workplace gives us a competitive advantage in the marketplace, makes us a better agency and partner in the communities we serve, and promotes a better work environment.

## 2. APPLICABILITY

This directive creates the GSFC Diversity and Inclusion Committee and defines the responsibilities and membership of this Committee.

As used in this directive, "diversity" means the unique characteristics, perspectives and life experiences that define us as individuals. Primary characteristics include, but are not limited to, age, ethnicity, gender, ability, race, and sexual orientation. In addition, secondary characteristics such as geographic location, military experience, work experience, income, religion, first language, organizational role and level, communication style, family status, work style, and education are included. "Inclusion" means fostering an environment where all individuals can contribute fully and are valued, engaged and supported to reach their full potential.

## 3. AUTHORITY

- [NPD 1000.0A](#), NASA Governance and Strategic Management Handbook
- [NPD 1000.3D](#), The NASA Organization
- [NPD 1001.0A](#), 2011 NASA Strategic Plan

## 4. APPLICABLE DOCUMENTS

Center Diversity and Inclusion Strategic Implementation Plan (available at <http://diversity.gsfc.nasa.gov>)

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

## 5. RESPONSIBILITIES

The GSFC Diversity and Inclusion Committee is a permanent body that is chaired by the Deputy Center Director. The Diversity and Inclusion Committee serves as a change agent and advisory board to promote an inclusive work environment that furthers the Center's vision for diversity and inclusion and recommends specific goals to achieve this vision. The Diversity and Inclusion Committee makes recommendations to the Center Executive Council to create, facilitate, implement, and evaluate actions and programs for further attainment of this vision and these goals.

### 5.1. Scope

#### **The Diversity and Inclusion Committee shall:**

- a. Provide leadership to the diversity and inclusion-related efforts of the Center and coordinate its work with related activities of the Executive Council, Equal Opportunity Council, Office of Human Capital Management, Equal Opportunity Programs Office, and Office of Education.
- b. Identify Center-wide diversity issues and actions.
- c. Propose policies and make recommendations to ensure adequate support for implementation of diversity related actions.
- d. Develop strategies to ensure that the Center attains a highly skilled and diversified workforce that is integrated at all levels.
- e. Promote diversity and inclusion as an integral part of every aspect of Center policies and practices.
- f. Ensure that leadership, management and supervisory training includes appropriate diversity and inclusion components.
- g. Ensure the development and deployment of specific diversity and inclusion-related training.
- h. Ensure that there is an active communications strategy to support attainment of the Center's diversity and inclusion vision.
- i. Ensure that appropriate metrics are established and that diversity and inclusion plans, programs, and activities are periodically evaluated.

### 5.2. Membership and Membership Roles

#### **5.2.1. The Diversity and Inclusion Committee shall be chaired by the Deputy Center Director.**

The Diversity and Inclusion Committee shall be comprised of the Deputy Directors (or Associate Director level with the Chair's approval), the Director of Office of Human Capital Management (or assigned representative), the Chief of the Equal Opportunity Programs Office (EOPO), the Special Assistant to the Center Director for Diversity and Inclusion, the Chief of the Office of Communications, the Chief of the Office of Education, the Alternative Dispute Resolution Program Manager, the Deputy Chief Counsel (or assigned representative), one Chair (or their assigned representative) from each of the Advisory Committees, and a representative from each of the Unions.

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**5.2.2.** The Special Assistant to the Center Director for Diversity and Inclusion serves as the Executive Secretary to the Diversity and Inclusion Committee.

**5.2.3.**

The Diversity and Inclusion Office reviews and critiques directorate diversity and inclusion plans and actions to ensure consistency and efficacy.

**5.3. Meetings**

The Diversity and Inclusion Committee will meet once a month or as needed.

**6. DELEGATION OF AUTHORITY**

The Deputy Center Director chairs the Diversity and Inclusion Committee and may delegate Chair responsibilities to other members of the Committee in his/her absence.

**7. MEASUREMENT/VERIFICATION**

The Diversity and Inclusion Committee shall annually review the Center's diversity and inclusion efforts and shall provide a written report to the Center Executive Council and also make it available to all Goddard employees.

**8. CANCELLATION**

GPD 3000.1A, Goddard Space Flight Center Diversity Council

***Original Signed By***

Chris Scolese  
Director

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**Attachment A – Definitions** [List in alphabetical order and number A.1, A.2, ....]

None

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## CHANGE HISTORY LOG

| Revision | Effective Date | Description of Changes  |
|----------|----------------|---|
| Baseline | 06/27/00       | Initial Release   |
| A        | 03/01/05       | <ul style="list-style-type: none"><li>Added Office of the Chief Counsel as Ex Officio in paragraph 5.2.3</li><li>Added identification of Advisory Committees since GLBT Advisory Committee was chartered under the Diversity Council on July 29, 2004</li><li>Changes made to clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rules review.</li></ul> |
| A        | 03/01/10       | Administratively extended for 1 year from original expiration date.   |
| A        | 02/22/11       | Administratively extended for 1 year from expiration date.  |
| B        | 04/25/12       | <ul style="list-style-type: none"><li>Name changed to Diversity and Inclusion Committee to align with the NASA Governance Structure</li><li>Section 3 AUTHORITY: Updated NPD References to make current</li><li>Section 4 REFERENCES: Inserted Center Diversity and Inclusion Strategic Implementation Plan</li></ul>   |
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